

November 8, 2018

**TO: Benefits Administration/Human Resource Personnel
Participating Employers**

**FROM: Alana Shearer-Kleefeld
Director, Employee Benefits**

RE: December 2018 Disability Income Plan Benefit Payment Schedule

3sHealth Employee Benefits will be processing monthly long-term disability benefit payments early for the month of December 2018. The schedule is as follows:

- Monthly long-term disability payments for the period December 1 – 31, 2018 will be electronically deposited on Friday, December 21, 2018.
- Weekly short-term disability (bridge) payments for the period December 23 - 29, 2018 and additional December 2018 long-term disability payments will be electronically deposited on Friday, December 28, 2018.
- All overpayment reimbursements must be received by noon on Friday, December 28, 2018 in order to reduce 2018 taxable income. Any reimbursement received **after** December 28, 2018 will be considered as reimbursement received in the 2019 calendar year.

In order for disability claims to be considered for payment in 2018, all required information must be received by noon on **Monday, December 24, 2018**. This includes all initial and continuance application forms, payroll information, claim closure forms, and any other correspondence that would affect the payment of claims, except for integrated earnings. Integrated earnings are to be reported as usual. Any correspondence received after December 24, 2018 will be processed in the 2019 calendar-year.

All required information submitted in support of a disability claim is **subject to review and approval** by a disability claims adjudicator. A submission of information does not guarantee the approval of a claim for payment. We will make every effort to ensure all payable claims are processed during the holiday season. However, due to time constraints, we are not able to guarantee that all information submitted prior to the deadline dates will be reviewed in time for payments to be issued in December 2018.

If you have any questions regarding this bulletin, please contact a 3sHealth Benefit Services Officer by telephone at 1-866-278- 2301 or by email at ebp@3sHealth.ca.